



Human Resources

DATE POSTED: **AUGUST 18, 2006**

REQ. # 06-226

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **08-18-2006** TO **08-25-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
CULTURAL AFFAIRS
POSITION AVAILABLE
EXECUTIVE ASSISTANT
OF OPENINGS
1
STARTING SALARY
\$14.36/HR.
COMMENTS
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 562
PAY GRADE 16
SALARY: \$14.36 - \$22.07
EXECUTIVE ASSISTANT

MAJOR FUNCTION: Advanced level and specialized responsible and complex office support work involving the performance of a number of varied office, administrative, fiscal, and statistical work in support of department projects, supervisors, and functions.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of modern office practices, procedures and commercial arithmetic. Knowledge of business English, spelling and arithmetic. Knowledge of principles and practices of office management. Knowledge of accounting and expenditure control systems.

Abilities: Ability to prepare routine documents, compose business letters and memoranda. Ability to make decisions in accordance with laws, regulations or policies and apply these to work problems. Ability to receive the public with considerable poise, tact, patience and courtesy. Ability to establish and maintain harmonious working relationships with other employees. Ability to work independently without direct supervision. Ability to supervise other lower level clerical staff. Ability to type, and transcribe dictation from electronic equipment. Serves as personal assistant to management staff, by planning, initiating and carrying to completion clerical, secretarial and administrative activities. Must be familiar with PC hardware and software programs and spreadsheets.

ESSENTIAL JOB FUNCTIONS: Prepare memorandums, agendas, correspondence, takes minutes for; board, conference or committee meeting, attends variety of meetings dealing directly with the department on various projects; prepares a variety of reports dealing with project status, prepares contract request, amendments, work authorizations, preparation of notice to proceed to vendor, receives and routes phone calls, messages and appointments, prepares outgoing and routes incoming mail. Attends conferences to take notes or is briefed on meetings immediately after they take place in order to know what amendments were made and what developments have occurred in matters that concern the supervisor. Researches and assembles specialized documents, reports and data for a Director as well as assisting Project Managers with research and special requests related to a project. Assists project managers with all aspects of grants for special projects, this would include: purchase orders, invoice, line to lines, keeping track of budget expenditures for the grant, assembly and submission of all required reports; quarterly and monthly as needed, commencement as well as close-out documentation, reimbursement forms, goes into field for photographs and review of project progress, maintains detailed and organized records and files available for audits. Maintains departmental budgets and prepares capital project status reports.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Good vision and hearing with or without correction. Occasional walking and frequent standing. Ability to lift occasionally 30 pounds.

ENVIRONMENTAL CONDITION REQUIREMENTS: Constant work inside the office in a sedentary posture.

WORK HAZARDS: Possible vision dysfunction due to heavy computer work.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: Graduation from high school or possession of an acceptable equivalence of a diploma, supplemented by courses in shorthand, typewriting and business practices, preferably a graduate of a recognized business school or college.

EXPERIENCE: Considerable experience in account keeping and/or fiscal functions, administrative, stenographic and clerical work. A comparable amount of training or experience may be substituted for the minimum qualifications.

LICENSE, CERTIFICATION OR REGISTRATION: Florida Driver's License may be required.

Created 08/2005

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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